



4-H Youth Development Program at the University of Guam

How to Start a 4-H Club in Guam



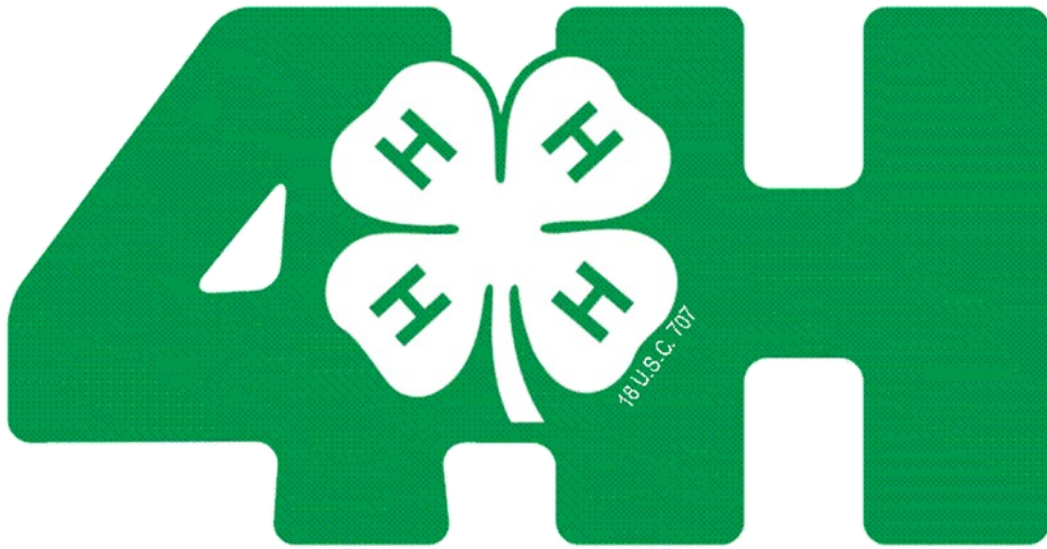
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Disclaimer:

The information provided in this book is for informational purposes only. The University of Guam Cooperative Extension and Outreach 4-H Youth Development Program reserves the right to implement or make any future changes of this book.





A global youth organization whose mission is to engage youth to reach their fullest potential by teaching different life skills they may use in the future.

Our Mission:

To empower youth to reach their full potential, working and learning in partnership with caring adults.

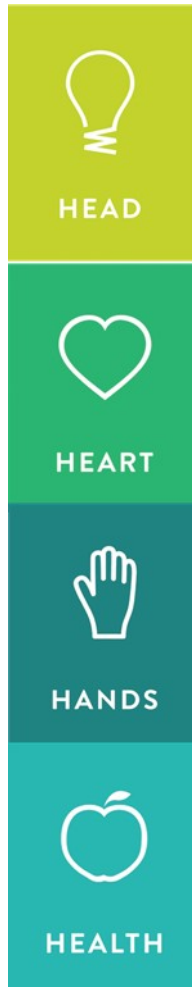
Our Motto:

To make the best, better.

Our Slogan:

Learn by doing.

What the four H's stand for:



HEAD: for managing and

HEART: for relating and

HANDS: for giving and

HEALTH: for being and living

I pledge my **HEAD** to clearer thinking,

My **HEART** to greater loyalty,

My **HANDS** to larger service,

And my **HEALTH** to better living,

For my club, my community, my island and my world.



4-H Colors

The 4-H colors are green and white. The green represents growth, life, and youth. The white symbolizes purity and high ideals.

4-H Logo/Emblem

The official 4-H logo is a green four-leaf clover with the letter H on each leaf. Due to its historical importance, the 4-H logo has a special status: it is federally protected under the U.S. Code (Section 18 USC 707) and belongs to Congress. Federal Legislation regulates the use of the 4-H name and logo. Chartered clubs have permission to use the emblem and consider themselves "4-H Clubs".



What is a 4-H Club?

4-H Clubs are the most traditional and effective delivery mode of 4-H programming to youth. Club meetings are learning "laboratories" where members develop social skills including communicating and working with others. Members also have opportunities to practice leadership skills, develop strong character, and become responsible citizens by participating in community service activities. Club meetings are a wonderful way for youth to become exposed to new and exciting experiences and activities in a safe and familiar environment.

4-H Club Chartering

One of the important components of the club process is chartering. The Club Charter identifies a group as an organized 4-H Club that is authorized to use the 4-H name and logo. Charters stay with the club as long as it is in existence. All clubs are expected to operate within the chartering framework and utilize best practices of youth development.

The charter does not have to be renewed when changes are made to the club structure (i.e. change in leadership, or the club changes from a community club to a project specific club). However, in the case of a chartered club that splits into two (or more clubs), the charter should remain with the original founding individual, sponsoring agency, or group. All moneys raised by the chartered club should remain with the original chartered club. The new club(s) should move immediately to reorganize and file for a charter under their new name and leadership.

4-H Club Charter Requirements

Before issuing a charter to a club, the Guam 4-H Youth Development Program Office must have an approved 4-H charter application on file.

The following are the minimum requirements for a new club to initially receive their charter. Only clubs that hold a charter may use the 4-H logo/emblem.

1. Clubs must have a membership of at least five members, age 5-18.
2. Clubs must be guided by at least two trained, adult volunteer leaders/advisors that are supported by the 4-H Mentor.
3. Clubs must have an annual calendar of activities/events. (Some clubs take summers off.)
4. Clubs must offer opportunities for youth to learn important life skills like leadership, by electing club officers, and citizenship, by conducting community service projects.
5. Clubs must meet in a safe environment. Many clubs meet at a community building, church or other appropriate location.
6. Clubs must renew their chartering application annually.
7. Clubs are responsible for their own finances.
8. A club roster must be completed and submitted to 4-H office.
9. Clubs must attend 4-H Club Symposiums.
10. Club advisors must attend volunteer trainings hosted by 4-H Mentors.
11. Club officers and advisors must attend the 4-H Banquet.

4-H Club Charter Renewal

The following are the minimum requirements for a 4-H Club to renew their charter. Clubs are required to re-charter on an annual basis in order to remain a 4-H Club and continue to use the 4-H logo/emblem. Once clubs have submitted and completed the requirements, clubs should receive the Guam 4-H Seal on the original charter.

1. The club held regular meetings.
2. List of club officers are on file with the Guam 4-H Youth Development Program Office. Officers have been either elected or rotated into office.
3. The club completed at least one community service project during the year.
4. Membership enrollment forms have been updated and submitted to 4-H Youth Development Program Office.
5. Annual financial report has been submitted to Guam 4-H Youth Development Program Office.
6. Club leader/advisor attended a minimum of two 4-H volunteer trainings during the year.
7. Club attended two 4-H Club Symposiums.
8. Club officers and advisors attended the Guam 4-H Banquet.

Guam 4-H Club Symposium

The Guam 4-H Club Symposium will be scheduled and conducted by the Guam 4-H Youth Development Program.

All 4-H Clubs will have an opportunity to present their club's achievements/challenges/announcements/etc. at the symposium. Club members will be given a chance to socialize with each other and learn various life skills through hands on activities. Through the 4-H Experiential Learning Model of Do, Reflect and Apply, the 4-H Club members will gain leadership and citizenship skills for their clubs, school, and community.

Guam 4-H Youth Day

The Guam 4-H Youth Day is acknowledged annually to honor the day that the 4-H Youth Development Program started on Guam. All 4-H Clubs will have a display about their clubs and will present the results of their projects chosen during the Guam 4-H Club Symposium. All project presentations will be judged accordingly and the top three projects will be awarded at the Guam 4-H Banquet.

4-H National Youth Science Day

Guam 4-H Youth Development Program observes the annual 4-H National Youth Science Day each October to explore concepts and activities in various technology and science areas. 4-H Club members will participate in activities with volunteers/advisors and families to discover the wonders of science in our daily lives.

Guam 4-H Club of the Year Award

The Guam 4-H Club of the Year Award will be awarded to the club that has completed and achieved more than the minimum requirements of being a 4-H Club. The Guam 4-H Youth Development Program will review and evaluate the club's chartering application packets (application, annual calendar, financial report) and club's status to determine the recipient of the Guam 4-H Club of the Year Award. The award will be given during the Guam 4-H Banquet.

Guam 4-H Banquet

The Guam 4-H Banquet is held annually to recognize and honor all 4-H Clubs for their achievements and commitments under the Guam 4-H Youth Development Program. The Guam 4-H Club of the Year Award will also be awarded to a distinguished 4-H Club that has completed and achieved more than the 4-H Club minimum requirements.

4-H Mentor

A 4-H Mentor is an individual employed by the University of Guam Cooperative Extension and Outreach 4-H Youth Development Program. 4-H Mentors are responsible for scheduling and organizing 4-H Symposiums, Guam 4-H Youth Day, 4-H National Youth Science Day, and Guam 4-H Banquet. 4-H Mentors assist youths seeking for 4-H club chartering, and provide them with hands-on opportunities to learn various life skills. 4-H Mentors also provide information and advice to help or improve 4-H Club members when needed.

4-H Club Roles & Responsibilities

4-H Club Leaders/Advisors:

- Serve as the first contact for the club
- Communicate openly with 4-H Mentor about club plans and needs
- Ensure 4-H Members are being recognized
- Discuss agenda with officers prior to each business meeting
- Make arrangements for meetings
- Ensure supplies and materials are available
- Assist youth in developing life and project related skills
- Attend 4-H volunteer trainings

Club Officers:

- Provide leadership for 4-H Club
- Plan meetings and programs with 4-H Club Advisor
- Conduct 4-H business meetings
- Represent club at 4-H meetings
- Promote 4-H to other youth
- Mentor all members

Youth Members:

- Actively participate in meetings
- Learn and discover through activities and programs
- Provide input into 4-H club and project offerings
- Carry out responsibilities as needed by the group
- Interact with other members of the group
- Gain skills leading to competence
- Promote 4-H to other youth

Parents:

- Volunteer to assist with 4-H projects and activities
- Provide transportation for members to 4-H activities
- Attend and support club meetings and activities
- Encourage participation in 4-H program

4-H Club Officers Roles/Responsibilities

President:

- Conducts regular membership meetings and special meetings
- Represents club at events
- Ensures officers and committee chairs are fulfilling their duties
- Organizes officers and holds executive meetings
- Is active in all club activities and is able to delegate responsibility to other members of the club

Vice President:

- Take the place of the president whenever necessary (i.e. absence of the president)
- Assist in conducting regular meetings
- Represent club at events
- Assist president in organizing and overseeing other officers and committee chairpersons

Treasurer:

- Tracks/records all club finances and accounts
- Completes information sheets pertaining to incoming or outgoing finances within the club
- Maintains accurate records and receipts of all financial transactions for the club, and make available upon request
- Creates and implements fundraising activities, and organizes materials needed (obtains price quotes and makes requests at meeting for funds)

Secretary:

- Records all notes (minutes) and records for each meeting (including copies of by-laws, rosters, and club membership applications)
- Communicates any important information to officers and club members
- Communicates information to other 4-H Clubs and volunteers/advisors
- Maintains records of club members' phone numbers, emails, and mailing addresses

Public Relation Officer(s) (PRO):

- Creates posters, fliers, or other forms of media to provide adequate publicity
- Communicates to members about meetings and activities including reminders and confirmation of participation
- Shares information about club meetings with media
- Organizes activities and schedules events

General-Community Club

A General-Community Club is a club with no specific project focus. Such clubs can do various projects from science to cultural activities.

Project-Based Club

A Project-Based Club is a club with a specific project focus. Such clubs can choose a project they want their club to be based on (i.e. Marine Mania Club which focuses on marine sanctuary and preservation).

How to Start a 4-H Club

Before you start a club, you should decide:

- What is the need for a club in your community and how can a club help that need?
- Will the club be a general-community club or a project-based club?
- How many meetings do you plan to host per month/year? When will those meetings be held?
- Where will your club meet? Will it be at a same place each time or will you rotate meetings between places?
- Are there parents or adults willing to assist with your club (as needed)?

Steps to Start a 4-H Club

1. Contact the Guam 4-H Youth Development Program at (671)735-2040/1 or guam4h@triton.uog.edu
2. Complete a 4-H Club Charter Application Form
3. Attend 4-H Volunteer/Advisor trainings and meetings (scheduled by 4-H Mentors)
 - Become familiar with the Guam 4-H rules and regulations
4. Recruit potential club members
5. Recruit other qualified adults/teens that can assist
6. Set a date, time, and location for the first club meeting
7. Notify 4-H Mentors of meeting information so they can attend
8. Have parents fill out and sign member enrollment form
9. Turn in documents to 4-H Mentors
 - Charter Club Application
 - Club By-laws
 - Letter of Intent
 - Financial Report
 - Club Roster
 - Membership Enrollment form
 - Annual Calendar for Events/Activities
10. Attend 4-H Club Chartering
 - Scheduled by 4-H Mentors

4-H Club Charter Event

Once a club(s) has turned in a complete 4-H Club Charter Packet to the Guam 4-H Youth Development Program Office, the 4-H Mentors will schedule a chartering event for the club(s). On the day of charter, the club(s) will receive a certificate, memorandum, club letter of the charter, flag, pledge, and motto which will officially acknowledge the club(s) as a 4-H club.

Sample Charter Event Agenda:

- I. Welcoming Remarks
- II. Introduction
- III. Pledge
- IV. Letter of Charter
 - Read by Club President
- I. Certificate
- II. Club President Remarks
- III. Reminder
 - Rules/Regulations (flag/pledge/motto)
- VIII. Closing Remarks
- IX. Club Group Picture

4-H Club Meetings/Events Rules

4-H clubs must have their 4-H flag, logo, and pledge posted up and visible at all their meetings and/or events. The 4-H motto shall always be placed on the left side of the flag, and the pledge on the right side. The 4-H pledge must be recited at the beginning of all club meetings.

Initial Club Meeting Goal

First Club Meeting Goals (Informal but Informational)

- Introduction to 4-H
- Members & Parents fill out enrollment documents and turn them in
- Decide on when and how often you want to meet
- Decide on a club name
- Discuss officer roles

Second Club Meeting Goals (Planning)

- Elect officers
- Set goals for the club
- Plan out club annual calendar of activities/events
- Begin the club chartering process

Basic Club Meeting Outline

- Pre- meeting: Bridges the gap between the time members begin to arrive and the time the meeting begins (Can include activities and/or refreshments)
- Business portion (10-15 minutes): Members learn how to conduct a meeting and practice democratic decision-making skills
- Educational Program (30-45 minutes): Discovery-based activities that may involve special presentations or activities conducted by resource people, parents, or other members
- Recreation/Refreshments (15-20 minutes): Provides members an opportunity to develop and practice social skills.

Involve youth as much as possible. Make it **THEIR** club!



4-H Club Checklist

4-H Club Chartering Packet:

- ☐ 4-H Club Application
- ☐ Membership Enrollment Form
- ☐ Annual Calendar of Events/Activities
- ☐ Club Annual Financial Form
- ☐ Club By-Laws
- ☐ Club Roster
- ☐ Letter of Intent

Appendix



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4-H Youth Development Program



4-H Club Charter Application Form

- Applications should be completed and returned to Guam 4-H Mentors to receive updated status.
- Once clubs have submitted and completed requirements, clubs will receive the Guam 4-H Seal on original charter.
- Clubs applying for initial charter need to complete questions #1-7 only.
- Clubs applying for annual renewal need to complete the entire form.

Club Name: _____ Date: _____

Type of Club (check mark one): ☐ Community ☐ GDOE School
 ☐ Private School ☐ Military

Please indicate application status: ☐ Initial Chartering ☐ Renewal Chartering

1. Day(s)/Time club meets: _____

2. Location of club meetings: _____

3. Club Leaders/Advisors: 1.) _____

2.) _____

4. Club contact information: (#): _____

(email): _____

(f): _____

(t): _____

(ig): _____

5. Officers: (Age 13-18)

President: _____

Vice-President: _____

Secretary: _____

Treasurer: _____

Other: _____

6. Attach annual calendar of events/activities

7. Attach annual financial report

Access official forms at www.uog.edu/landgrant



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8. Charter Renewal:

- Clubs are required to re-charter on an annual basis in order to remain a 4-H club and continue to use the 4-H logo.
- Club advisor and Guam 4-H mentor must initial the following requirements for charter renewal. List activities where appropriate.

Club Advisor	4-H Mentor	
		The club held regular meetings
		List of club officers are on file with the Guam 4-H Youth Development Program Office
		Officers have been either elected or rotated into office
		Membership enrollment forms have been updated and submitted to Guam 4-H Youth Development Program Office
		Annual financial report has been submitted to Guam 4-H Youth Development Program Office
		List community service projects that club did in the past year: Name of activity 1: _____ Date: _____ # of participants: _____ Location: _____ Name of activity 2: _____ Date: _____ # of participants: _____ Location: _____ Name of activity 3: _____ Date: _____ # of participants: _____ Location: _____
		Club leaders/advisors has attended a minimum of two 4-H volunteer trainings during the calendar year. Please list training, location, and date: Training #1: Date: _____ Time: _____ Location: _____ Training #2: Date: _____ Time: _____ Location: _____
		Club attended two 4-H Symposiums
		Club attended 4-H Banquet

Approved: _____
Cliff Kyota
Guam 4-H State Program Leader

For office use only
Received by: _____
Date received: _____
Date entered: _____

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4-H Club Membership Enrollment Form

Club Name: _____

Club Advisors: 1) _____

2) _____

Name of Child: _____
Last Name, First Name MI.

Date of Birth: _____ Age: _____ Gender: _____

Grade: _____ School Attending: _____

Identity (check mark): _____ Native Pacific Islander: (Island(s): _____)

_____ Caucasian _____ African American

_____ Asian _____ Native American/Hawaiian

_____ Two or More _____ Latino/Hispanic

_____ Other/Unknown _____ Prefer not to say

Name of Parent/Guardian: _____
Last Name, First Name MI.

Contact Information: (H) _____ Email: _____

(W) _____

(C) _____

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4-H Youth Development Program



Medical/Emergency Form

Physician: _____ Phone #: _____

Health Information: List any physical conditions mentors should be aware of (i.e., asthma, allergies, medications, etc.)

1. _____
2. _____
3. _____

Emergency Contact List:

Name: _____ Relation: _____ Contact #: _____

Name: _____ Relation: _____ Contact #: _____

Name: _____ Relation: _____ Contact #: _____

By signing below, I acknowledge the participant listed above will be enrolled in a 4-H sponsored club at this school or community organization. I voluntarily register my child on the indicated date. My child's participant in this Club is voluntary. In consideration of being allowed to participate in this Club, I hereby state and agree to the following:

1. By my signature below, I release and absolve the University of Guam (UOG), the 4-H Youth Development Program, their administrators, faculty and staff from any and all responsibility and liability for any injuries, illnesses (including death), claims, damages, charges, bills and/or expenses my child may incur as a result of participating in the Club.

2. I, individually, and on behalf of my heirs, successors, assigns, and personal representatives, agree to indemnify, defend and hold harmless UOG and the 4-H Youth Development Program and their employees, mentors, officers, trustees and representatives (in their official and individual capacities) from any and all liability, loss, damage or expense, including attorney's fees, that they or any of them incur or sustain as a result of any claims, demands, actions, damages, judgements, costs or expenses, including attorney's fees, which arise out of, occur during or are in any way connected with in the Club.

3. I hereby acknowledge that I have read, understand and will abide by each of the terms and conditions of this agreement.

4. I also grant permission to UOG, the 4-H Youth Development Program and the Club to use any photos, videos, and the like for future promotions of this program.

Signature: _____ Date: _____

For office use only

Received by: _____

Date received: _____

Date entered: _____

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4-H Youth Development Program



4-H Club Annual Financial Report

Year: _____

Club Name: _____ Club EIN: _____

Club Advisors: _____ Club Treasurer: _____

Name of Club Bank Account: _____

Name of Bank/Financial Institution: _____

Account #: _____ Account #: _____
(Check one): ☐ Checking ☐ Savings (Check one): ☐ Checking ☐ Savings

Name(s) authorized to conduct 4-H Club business on account:

1. _____
2. _____

Procedures for Adult 4-H Club Leader/Advisor, President, and Treasurer to follow:

1. Work together to prepare your 4-H Club's Financial Report
2. Check to see that all the club's bills for the year have been paid.
3. Be sure all checks that were written have been cashed. If some are still outstanding, contact the individual/business to whom they were written to ask them to cash the checks so your financial report can be prepared.
4. After this report has been completed, submit it to Guam 4-H Youth Development Program Office by December.
5. If your club is being audited this year, follow the additional procedures provided.

	Checking Account	Saving Account
Starting Balance (Date: _____) (amount of money the club had at the beginning of the year)	\$ _____	\$ _____
Total income your club received this year (from dues, fund raising activities, donations, etc.)	\$ _____	\$ _____
Total expenses your club had this year (bills, donations, special activities, etc.)	\$ _____	\$ _____
Ending Balance (Date: _____) (amount of money the club has at the end of the year)	\$ _____	\$ _____

We have worked together and certify that this financial report for our 4-H Club is accurate.

Club Treasurer Signature: _____ Date: _____

President Signature: _____ Date: _____

Adult 4-H Club Leader/Advisor Signature: _____ Date: _____

Please check if this statement applies to your club, sign it, & return it to the above address.

____ Our club has no active treasury at this time; therefore, we have nothing to report.

Club Treasurer or Adult 4-H Club Leader/Advisor Signature: _____

For office use only
Received by: _____
Date received: _____
Date entered: _____

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Contact Us

**4-H Youth Development Program
University of Guam Land Grant Extension Service
303 University Drive
Mangilao, Guam 96923**

Agriculture & Life Sciences Bldg., Room 111

Phone: (671) 735-2040/41/45/46

Email: guam4h@triton.uog.edu

Guam 4-H complies with all federal regulations. The following sections are taken directly from federal policy and requirements. More detailed information on each of these areas can be obtained from the 4-H National Headquarters web page: <http://nifa.usda.gov/program/4-h-national-headquarters>.